

2013 Iowa Balance of State Continuum of Care Program Competition

I. Competition Information II. New Project Application for Stage 1

I: Competition Information

Stage 1 Application Deadline: Friday, January 3, 2014, 4:30 p.m.

Note that the information and application contained herein is being provided by the Iowa Council on Homelessness through the Continuum of Care Committee, and is based on the best interpretation of the CoC Interim Rule and CoC NOFA by those involved in coordinating the Consolidated Application to HUD.

Introduction

The Iowa Balance of State Continuum of Care is requesting 2013 New Project Applications for the following project type ONLY: **Permanent Supportive Housing that will exclusively serve the chronically homeless.**

Consistent with the CoC Interim Rule, the chronically homeless includes individuals and families who have a qualifying disabling condition and meet the criteria of chronic homelessness.

The Continuum of Care (CoC) Program: This is a competitive program of the U.S. Department of Housing and Urban Development (HUD). HUD released new interim regulations on the program in the summer of 2012; the new regulations combine the old Supportive Housing Program and Shelter Plus Care program into the new CoC program. The regulations can be found at this link: <https://www.onecpd.info/coc/>.

The 2013 CoC Competition: HUD structures the CoC competition so that pre-defined geographic areas (called continuums of care or CoCs) apply for the program through one annual Consolidated Application (formerly called the Exhibit 1). This Consolidated Application contains all the new and renewal Project Applications (formerly called Exhibit 2s) within that CoC. HUD has released the 2013 Notice of Funding Availability for this competition, which can be found through this link: <https://www.onecpd.info/e-snaps/fy-2013-coc-program-nofa-coc-program-competition/>. Note that HUD references a February 3, 2014, final deadline for Consolidated Applications; this does not apply to individual Project Applications, which must meet the earlier internal deadlines referenced within this document.

The Iowa Balance of State CoC: In Iowa, the Balance of State CoC includes most of the state, with the exception of Polk, Woodbury, and Pottawattamie Counties. The decision-making body for the Iowa Balance of State CoC is the Iowa Council on Homelessness; the Continuum of Care Committee of the council leads the application process. Any CoC program applicant within the Balance of State that is interested in the program must first submit an application for review by the Continuum of Care Committee and the council; the council then votes on the entire

Consolidated Application to submit to HUD. During this process, the Iowa Finance Authority provides administrative support, including accepting and organizing all the applications for council review, and eventually submitting the council-approved Consolidated Application to HUD.

Application Timeline

- **Stage 1:** Agencies interested in proposing a new project must first submit a paper application, responding to the questions contained within this document. The purpose of this first stage is for the Continuum of Care Committee and the Iowa Council on Homelessness to review, score, select, and rank Project Applications for inclusion in the Consolidated Application to HUD.
 - Submit by email to amber.lewis@iowa.gov.
 - **Deadline: 4:30 p.m., Friday, January 3, 2014**

Stage 1 applications will be reviewed first by the Continuum of Care Committee. Recommendations for Project Application ranking will be made at a meeting of this committee during the second week of January, 2014 (date and time to be determined; once determined, it will be posted online in advance at this page:

<http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/95>). The Iowa Council on Homelessness will vote on these recommendations at their meeting at 10:00 a.m. on Friday, January 17, 2014. This meeting is an open, public meeting, and anyone can join in one of three ways: in person at the Iowa Finance Authority, 2015 Grand Avenue, Des Moines, Iowa, 50312; by conference call at (866) 685-1580, code 515-725-4942; or at one of several ICN locations around the state, with locations published online in advance of the meeting on this page:

<http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/165>.

- **Stage 2:** Applicants selected by the Iowa Council on Homelessness must then submit the official Project Application in HUD's online system, E-snaps.
 - Submit online; HUD provides instructions to applicants on using this system, available through this link: https://esnaps.hudhre.info/files/NewProjectApplication_M055.pdf. Additional assistance by the Consolidated Application team may be provided as needed.
 - **Deadline: 4:30 p.m. Friday, January 24, 2014**

Eligible CoC Component Type

New Project Applications will ONLY be accepted for Permanent Supportive Housing projects exclusively serving the chronically homeless.

Available Funds

Funds for new projects will be available only through the process of reallocation. All new and renewal project applicants will be scored and ranked according to the scoring criteria included here and in the separate Renewal Project Application. New project applications must score higher than one or more renewal project applications in order to be included in the Tier 1 Consolidated Application rankings, which will determine the likelihood of funding from HUD.

Any funded new projects will enter into contracts directly with HUD, report on progress to HUD, and become eligible to apply as a renewal project through future CoC competitions.

Notice of Energy Star Initiative

HUD promotes energy-efficient housing, and encourages CoCs to communicate information about the Energy Star Initiative to all CoC projects. Information can be found at www.energystar.gov.

Notice of Public Posting

All Project Applications will be posted online for scoring by the reviewers and consideration by members of the Iowa Council on Homelessness. It is the responsibility of all Project Applicants to ensure that no confidential information is submitted which cannot be posted publicly. If there is confidential information that must be submitted as part of the application, the applicant should clearly state that in the email application submission. The applicant must then include two versions of the application, one of which is the full application and one of which is a version of the application for public posting that excludes the confidential information.

Contact Information for Consolidated Application Team

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Chair of the Continuum of Care Committee for the Iowa Council on Homelessness
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II: 2013 CoC Iowa Balance of State New Project Application for Stage 1

Required Attachments

Submit the following with your Stage 1 application by the deadline of 4:30 p.m. Friday, January 3, 2014.

- The management letter for your organization's most recent financial audit. (Do not send the full financial audit).
- If the applicant or sponsor is a nonprofit organization (rather than a state or unit of local Government), please attach one of the following:
 - IRS ruling, providing tax-exempt status under Section 501 C (3) of the IRS Code of 1986, as amended, or documentation of nonprofit status as described in the Glossary in Section I.A.7 of the program section of the NOFA.

- Public nonprofit community mental health centers must attach a letter or other document acceptable to HUD from an authorized official stating that the organization is a public nonprofit organization.
- Employee Code of Conduct Policy
- Drug-Free Workplace Policy

Application Questions

Submit your answers to these questions, with the attachments above, for your application.

Applicant Name and Location:

Name of Applicant Organization:

Federal DUNS Number:

Project Name:

Contact Person:

Address:

E-mail:

Phone:

Indicate if your organization is registered in the System for Award Management (SAM; formerly the Central Contractor Registry or CCR). If you have not completed your registration, please explain the steps you will take to get registered before January 24, 2014.

Information on obtaining a DUNS number and SAM registration can be found here:

<https://www.onecpd.info/resource/1245/dun-and-bradstreet-duns-number-guide/>.

Project Design (20 points)

1. Briefly describe your project. **Make sure to include a description of how the project meets the eligibility criteria of being a Permanent Supportive Housing project exclusively serving the chronically homeless.**
2. Describe the total number of participants estimated to be served when the project is at capacity.
 - a. Households:
 - b. Participants:
3. What percentage of proposed program participants will come from the street or other locations not meant for human habitation, emergency shelters, or safe havens (target is 75%)?
4. Briefly describe the projects outreach plan to reach those with the longest histories of homelessness.
5. Will this project use a Housing First model? If yes, describe.

6. Describe the estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work.
7. Describe how your project will collaborate with Housing developers, Public Housing Authorities and local service providers to meet the needs of your clients.
8. Will the project use an existing homeless facility or incorporate activities provided by an existing project? If yes, describe.

Applicant Experience (10 points)

1. Have you created your “Project Applicant Profile” in the E-snaps system yet? (yes/no)
2. Describe your agency’s experience in utilizing federal funds and performing the activities proposed in the application, given funding and time limitations.
3. Describe the basic organization and management structure of your agency. Include evidence of internal and external coordination and an adequate financial accounting system.
4. Are there any unresolved monitoring or audit findings for any HUD grants (including Emergency Solutions Grant) administered by the agency? If so, describe these.
5. Will your project be able to contribute leveraging commitments to support the project overall? If yes, what will be the amount? Note that leveraging letters must be dated after December 3, 2013, and must be submitted by January 24, 2014, to verify the information here. Remember that leveraging contributions have to benefit your program overall, and must be documented, but they do NOT have to follow the CoC regulations.

Supportive Services for Participants (10 Points)

6. Does the proposed project have a designated staff person to ensure that the children are enrolled in school and receive educational services, as appropriate?
7. Describe how the proposed project would ensure that program participants are assisted in obtaining mainstream services and financial assistance, including social services, employment, education, and youth programs for which participants may be eligible. Examples include Social Security Income, Social Security Disability Income, SNAPs assistance (food stamps).
8. Describe specifically both how participants will be assisted both to increase their employment and/or other income and to maximize their ability to live independently.
9. How accessible are basic community amenities (e.g., medical facilities, grocery store, recreation facilities, schools, etc.) to the project, and/or transportation to these amenities? *Briefly describe.*

Housing Type and Location (5 points)

10. Select the Housing Type: Barracks; Dormitory, shared or private rooms; Shared housing; Clustered apartments; Scattered-site apartments (including efficiencies); Single-family homes/townhouses/duplexes.
11. Indicate the maximum estimated number of units and beds available for project participants at the selected housing site:
 - a. Chronically Homeless Units:
 - b. Chronically Homeless Beds:
12. Address (if scattered-site housing, enter the address where the majority of beds are located):
13. County or counties to be served by the project:

Project Budget (5 points)

What is the estimated project budget? Please complete the following preliminary budget chart. Then provide a narrative explaining each budget item. Also specify the grant term requested (1 year or more). Note that if approved by the Iowa Council on Homelessness to submit an E-snaps application, the final budget may vary slightly; the Consolidated Application team will work with you to ensure the submitted budget fits within the available funding limitations.

Proposed Activities	Request	<u>Committed or Planned Matching Funds</u> (25% cash or in-kind match is required; specify if committed or planned)	Total Project Cost
1) Acquisition			
2) Rehabilitation			
3) New Construction			
4) Subtotal (Lines 1 through 3)			
5) Leased Units		Not Applicable	
6. Leased Structures		Not Applicable	
7. Long-term Rental Assistance			
8) Supportive Services			

9) Operations			
10) HMIS			
11) Administration (limit 7%)			
12) Total Budget (Lines 4 through 11)			

Fair Market Rents (FMR) can be found at:
<http://www.huduser.org/datasets/fmr.html>